



# Cobham Hall

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## Laboratory Technician Candidate Information Pack



# INTRODUCTION

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Rare opportunity to join a small, friendly, supportive department. Delivering technical provision from KS3 to KS5 Biology, Chemistry and Physics. Working with 4 specialist Science teachers based across 5 labs in a well-equipped department. Class sizes are small, and students are engaged and lovely.

Closing date for applications: 9:00am on Tuesday 11 February 2025

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

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## Key facts about the role:

### Part of the Mill Hill Education Group

A CHARITABLE  
COLLECTION OF  
INDEPENDENT SCHOOLS

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### Salary

£23,000

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### Hours

40 HOURS PER WEEK

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### Contract Type

SUPPORT, 33 WEEKS OF  
TERM TIME + 2 WEEKS

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### Reporting Manager

HEAD OF DEPARTMENT

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### Other Useful Information

SUMMER TERM 2025 START

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# THE SCHOOL

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584, and was at one stage, home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a co-educational Boarding and Day school for girls and boys aged 11 to 18. It is a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's motto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

In March 2021, Cobham Hall joined the Mill Hill Education Group opening up new opportunities for investment and collaboration. Now in transition to a day and boarding school for girls and boys aged 11 to 18, Cobham Hall will become fully co-educational throughout from September 2025.

The small class sizes ensure that each student is supported on their educational journey and enables lessons to be dynamic and engaging.

The Headmistress, Mrs Wendy Barrett, took up this role in 2020 having previously held the post of Deputy Headmistress. Under her guidance, the School has developed an ambitious strategy to drive up standards and ensure that the students leave with the academic and character skills necessary to adapt to, and thrive in, an ever changing world.

## **A part of the Mill Hill Education Group**

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



# JOB DESCRIPTION

## PURPOSE OF ROLE:

- To coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the Science curriculum, including liaising with staff from all areas of the School and outside organisations about Science resources.

## KEY RESPONSIBILITIES:

- Preparation of resources including making up solutions and assembling apparatus for class use/demonstrations including experiments across all Science subjects
- Collecting, checking, cleaning and returning equipment to stores
- Taking care of laboratory equipment and apparatus to ensure that it is kept in good condition to ensure continuing availability for use
- Carrying out and arranging for maintenance and repair of resources
- Constructing and modifying apparatus
- Ensuring that the Science laboratories are stocked with the correct amount of basic glassware and heating apparatus
- General laboratory cleaning (bench surfaces and fixed equipment)
- Caring for plants and animals
- Trialling practical activities
- Managing the stock control of chemicals and equipment, including the sourcing of appropriate resources, and considering costs
- In consultation with the Head of Department, helping to compile orders, completing order forms, placing orders and checking deliveries and invoices
- Maintaining and regularly updating online chemical inventory and stock control records
- Giving technical and health and safety support and advice to teachers and students
- To ensure the maintenance of a healthy and safe working environment through actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources, as well as carrying out risk assessments for technical activities
- Obtaining materials by local purchase if required
- To ensure that the laboratories and preparation rooms are maintained in a clean, tidy and safe condition
- Organising, storing and checking the condition of chemicals and equipment
- The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
- Keeping up to date with health and safety requirements, current procedures/practices and developments in practical science
- To ensure that work is undertaken in accordance with relevant Health and Safety regulations and CLEAPSS guidance
- Managing compliance with regulations regarding the maintenance and servicing of fume cupboards and pressure vessels within the Science department
- Attending departmental meetings
- Participating in continual professional development
- To be first aid trained to support the Science department (appropriate training will be given)
- To participate in the School's performance appraisal system
- Supporting the department with the running of Science Club afterschool



# PERSON SPECIFICATION

## ESSENTIAL SKILLS AND KNOWLEDGE

- Good general level of education
- Willingness to learn new techniques
- Approach all confidential matters with discretion, sensitivity and diplomacy
- Excellent organisational and planning skills
- Effective written and verbal communication skills
- Computer literacy is essential
- Good team skills and adaptable, proactive attitude to problem-solving
- Ability to build and maintain effective and appropriate working relationships with colleagues and students
- Be able to use initiative and work without supervision
- Reliable

## DESIRABLE

- Previous experience working in a school environment
- Have experience working in a laboratory environment



# HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

**APPLY**

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Tuesday 11 February 2025**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

**Cobham Hall.** A part of the Mill Hill Education Group.



# Cobham Hall

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